

Cosumnes River College - Standard Operating Procedure

HIRING REGULAR CLASSIFIED STAFF

Responsible Division: VPA

(revised: 10/26/24)

Purpose: Identify procedures for hiring regular classified staff to provide consistency and ensure compliance with federal and state laws and regulations, district policies and regulations (Classified R-6122, 6133, 6134, Confidential R-9120, 9130), and bargaining unit agreements (LRCEA 14.3, SEIU 6.4.2, 6.5.3, LRSA 5.3.2-5.3.3).

Advertising a position

Prior to submitting a position to be advertised, the VPA's office requests divisions offices/programmatic areas offices submit the following: Position Request and Committee Timeline Form. These forms can be found on the [Administrative Services Classified Staff Hiring Committee Resources](#) website.

1. **Position authorization:** All vacant positions are evaluated by the dean, VPs and President before the position is posted to ensure that position is necessary and schedule/FTE (hrs/wk, mos/yr) fits the workload. Once approved, VPA notifies the Hiring Manager (HM).
2. **Job description review:** HM reviews standard job description and if needed, discusses changes with VPA before advertising.
3. **Work schedule review:** HM emails VPA and VPA's Admin Assistant (VAA) with the proposed work schedule (**Position Request form**).
4. **Additional materials to supply:** Transcripts or Recommendation letters must be noted on the Position Request form
5. **Campus approval:** VAA updates the position in NEO-Ed with work schedule and other position information and forwards it to VPA, who reviews and submits approved job announcements to DO Human Resources (HR).
6. **District approval/posting:** HR and DO Fiscal Services (FS) reviews/approves and then advertises position for 15 workdays, then screens applicants for minimum qualifications. *Note: Expect approximately six weeks from when the position is submitted to DO until the applicants are screened and released to campus.*

Preparing for screening/interviews

7. **Committee formation:** prior to the position being posted, HM should form a diverse (gender, ethnicity, age, etc.) hiring committee, consisting of at least: the HM and/or Classified Supervisor (HM/S) if applicable, an Equity Representative (ER) appointed by the Equity Officer (EO), and a classified representative from the unit (LRCEA, SEIU, LRSA) with recommendation of the Classified Senate (CS) President. HM/S e-mails CS with recommended unit members for appointment. Additional committee members may be added in addition to the minimum required if desired. If the position interfaces with academic staff, the HM/S may ask the Academic Senate for a faculty appointment. The HM/S e-mails EO with a list of committee members and recommends ER (from the same bargaining unit as position) for approval. HM/S e-mails the final list of members to VPA for final approval with cc to VAA. *Note: A Committee should be formed in time to prepare for screening/interviews before advertisement closes; best applicants may find other employment if the process is delayed.*
8. **Committee packets:** VAA prepares forms for committee members, including: job announcement; CRCs Cultural Competence Statement; and the LRCCD Shared Principles Document. ER should complete the P130 form. HM will have the Summary of Interview Rankings form, P137, and P123. *Note: Copies of previous screening criteria and interview questions may be included as desired for the HM/S. These should only be distributed to the committee as resources to assess the screening/interview process.*
9. **Screening criteria and interview questions:** When position is posted, VAA e-mails HM/S the *SOP-Hiring Regular Classified Staff, Screening Criteria Form, Screening Tally Form, Interview Questions Form and Summary of Interview Rankings Form*. Approximately two weeks prior to the position closing, the HM/S (committee Chair) convenes the hiring committee to develop screening criteria and interview questions and calendar dates to select candidates for interviews and conduct interviews. Screening criteria must be based on the job announcement, considering factors that are evident in the required documents and directly pertinent to the job description. The interview questions must be based on an official job description, emphasizing the most important duties relevant to assignment. In addition to assessing cultural competence, interview questions may assess customer service, organization, multi-tasking, problem- solving, computer applications and/or other skills, knowledge and experience relevant to the job duties. The goal of the screening and interview process is to elevate the candidates who demonstrate – by their depth and breadth of experience, skills and abilities – the greatest capacity to perform the essential job duties, providing exceptional services to our diverse students and employees. If criteria or questions are weighted or multiple questions emphasize a particular experience or skill set, make sure that the overall point distribution fairly represents the broad range of experience, skills and abilities required of the position. The HM/S must ensure the appropriateness of the interview questions and screening criteria. HM/S e-mails the screening criteria and interview questions to VPA for approval with cc to VAA on the Screening Criteria Form, Interview Questions Form, and Summary of Interview Rankings Form sent by the VAA. *Note: complete this process prior to posting close date; allow time for changes to criteria/questions if needed after VPA review.*

Screening/Interviews/Selection

10. **Applicant pool:** HR e-mails VPA/AA info to electronically access [NEO-Ed](#) applicants that meet the minimum qualifications based on the collective bargaining agreement (CBA) requirements. When final screening criteria and interview questions are approved, VAA sends e-mail to committee members with info to begin online screening of applicants (committee choice to use [NEO-Ed](#) OR Google Doc). HM/S must follow the CBA process for internal applicants (as noted in HR screening instructions), which may give priority to lateral or promotional applicants from the unit. For example: LRCEA positions require that the top 5 voluntary transfers (LRCEA members at or above the salary placement of open position) are interviewed prior to the committee reviewing promotional and external applicants (Phase 1). If a transfer applicant is not initially selected by the committee, they may be rescreened with the remaining applicants, including promotional and external candidates (Phase 2). The top five internal (transfer and promotional) candidates shall be interviewed before external candidates. All interviews may be scheduled on the same or sequential days. Check SEIU and LRSA CBAs or Board Regs for Confidential for differences in process related to these groups. *Note: If voluntary transfers result in two phases of interviews, different questions are required in the second phase.*
11. **Screening/Interview schedule:** Each screening committee member accesses the applications online (committee choice to use NEO-Ed OR Google Doc) and completes the *Screening Criteria Form*. If using NEO-Ed completes the *Screening Criteria Tally worksheet* indicating Yes, No, or Maybe regarding whether to interview each candidate. HM/S and ER complete *Screening Criteria Tally worksheet*, discretely recording alpha-character on the corresponding *Screening Criteria Tally worksheet Form* next to the member's name, then sort candidates in order of total points from highest to lowest. Committee meets to discuss and decide which candidates to interview based on cumulative screening results and establish an interview schedule. The Chair will enter the final screening total for each candidate and rate each applicant as Pass or Fail in NEO-Ed. "Pass" indicates the committee wants to move the applicant to the next phase, while "Fail" indicates they don't wish to move the candidate forward. When entering "Fail" in NEO-Ed, a drop down menu will appear, and HM will need to select the correct reason "Screened, not Selected. HM/S sends the list of candidates they want to interview to the VPAA, who will send the list to HR for their approval. HM will send the interview schedule to the VPA/AA at least 2 weeks before the interview is scheduled.
 - 1) Upon completion of the Screening Committee Candidate Ranking meeting, the VPA/Administrative Assistant (AA) will receive a list of applicants to be interviewed from the hiring committee chair (current practice).
 - 2) VPA/AA will send a list of applicants to HR@losrios.edu. Put the job posting number/title in the subject line.
 - 3) HR will run EEO statistics and seek approval by the HR Officer or HR Director.
 - 4) HR will email the applicants not selected for interview
 - 5) Upon approval of EEO statistics, HR will send an email to VPA/AA stating that the list has been approved and once the schedule gets approved by HR HM/AA will:
 - (a) Contact applicants and set up the interviews; or
 - (b) Forward list to the hiring department that will schedule the interviews. The hiring department AA schedules the interviews and sends the final schedule to the VPA/AA
 - (c) VPA/AA inputs the final schedule with candidate names that accept an interview in NEO-Ed
12. **First Interviews:** Hiring departments will schedule interviews and HM/AA greets applicants. All Classified and Management positions must conduct their first interviews via Zoom except for Facilities Management/SEIU/CDC Teacher positions. Second level interviews can be conducted either via Zoom or Face-to-Face. The HM/AA must arrange for someone to greet the candidate and administer the timed written and question review periods as needed. Committee interviews each candidate; members confidentially and individually complete the candidate evaluation sheet with overall ranking of candidates. The HM and ER privately transcribe rankings onto "Summary of Interview Rankings" form and enter them in NEO-Ed, rate each applicant as Pass or Fail, which is confidential; results are not shared with the committee. When entering "Fail" in NEO-Ed, a drop down menu will appear, and HM will need to select the correct reason. HM/S may facilitate discussion of strengths/weaknesses of top candidates in alpha order without comparison of candidates. *Note: Breach of confidentiality of the committee rankings or other aspects of the hiring process may result in the entire process being voided at the VPA's discretion.*
13. **Second interviews (optional):** HM/S may conduct second level interviews as needed.
 - 1) Hiring committee chair enter in NEO-ED and sends the list of candidates selected for 2nd level interviews to the VPA/AA
 - 2) HM/AA will schedule the 2nd level hiring interviews.
 - 3) After 2nd level interviews are conducted, the hiring HM emails the VPA/AA two reference checks of the candidate the committee likes to offer the position.
 - 4) VPA will review and approve the reference checks and hiring documents. VPA/AA will send the candidate's name to HR.
 - 5) HR notifies remaining candidates not selected for a 2nd level interview.
 - 6) Hiring department AA notifies the VPA/AA who was selected and which applicants canceled, declined, or were no-shows.
 - 7) VPA/AA sends required closing documents below to HR@losrios.edu
14. **Reference Checks are conducted immediately after second level interviews are done:** HM conducts reference checks using Form P123 (two forms prefinalist). At least two reference checks must be done, unless specifically waived by VPA. HR notifies applicants not selected for the job position.
15. **Candidate recommendation:** Once final recommendation is determined, the HM/S should complete form P137 indicating preferred start date. The ER should complete P130. The packets should then be forwarded to VAA in the following order: P137, P130, screening criteria forms, interview questions form, summary of interview ranking form, writing exercises and the applications (alphabetically please).
16. **Candidate approval:** HM will send the VPA the candidate selected strengthen and weakness, P-137, Ranking sheet, Reference

Check and Final Interview Schedule before meeting with the VPA and VPI/SS to discuss their recommendation..

17. **Notifications:** With VPA approval, HM may make a *conditional* job offer to permanent staff (promotional or lateral); official job offers to external candidates and temp classified gaining regular employment in the district will be made by HR. HR or HM notifies VPA of the outcome. The HM/S calls all internal district-wide applicants to notify them of the outcome. The HM/S should not discuss any details, just the final outcome. HR will also notify all candidates via e-mail regarding the outcome.
18. **Recruitment Closeout:** HM will email the VPAA all required documents listed below
Required forms to send are:
 - Clean Screening Criteria – no markings
 - Individual Screening Criteria Tally Worksheet(s) (**please combine and send in one pdf file**)
 - Interview Schedule(s) (**please combine and send in one pdf file**)
 - Clean Interview Questions and Writing Prompt (if required) – no markings (**please combine and send in one pdf file**)
Individual Interview Ranking Sheet(s) (**please combine and send in one pdf file**)
 - Cumulative Interview Ranking Sheet(s) Prepared by Chair (**please combine and send in one pdf file**)
 - Individual Writing Responses (*if required* – **please combine and send in one pdf**)
 - Reference Check Forms (**please combine and send in one pdf file**)
 - P-137, Administrative Regulation 6116
 - P-130, Equal Opportunity ChecklistVPAA forwards all documents to Human Resources in one packet.
19. **Candidate NOT Selected:** After second level interviews are completed
 - a) Hiring department AA notifies the VPA/VPSS/VPI AA no one was selected and which applicants canceled, declined, or were no-shows.
 - b) VPA/AA sends this information to HR@losrios.edu
 - c) VPA will decide if posting is to be re-advertised now or at a later date.
 - d) College completes a new P102 when posting is re-advertised.
 - e) HR notifies applicants by sending a letter via email thanking them for participating and informing them the posting may be re- advertised at a later date.

Employee Processing

20. **Employee clearance:** HR coordinates with employees for DOJ clearance and physical if needed.
21. **New employee processing:** HR contacts new hire for intake appointment once cleared and notifies VAA of final start date. VAA notifies HMS of the start date and prepares P103A for VPA signature. VAA forwards the entire hiring packet to HR.
22. Work schedule calendar (9, 10, and 11 month employees): HMS sends a classified calendar if position is less than 100% FTE to VAA prior to the first day of employment to ensure the employee is paid on time.
23. VAA schedules meetings between all new hires and VPA within two weeks of employment start.
24. VAA sends a “classified changes” memo to the classified list each month outlining all permanent classified changes including new hires, transfers, promotions and retirements. Departments should also send information to their own departments about their specific classified changes.

